

# **LLANGYFELACH COMMUNITY COUNCIL.**

## **CYNGOR CYMUNED LLANGYFELACH.**

### **MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY 14 SEPTEMBER 2017.**

#### **Present: -**

Mrs. M. E. Boyter. (Chairperson).                      P. Baker.  
P. R. Crayford.    D. Belton.  
P. Gibson.

#### **New Co-Opted Councillors at tonight's Meeting:-**

K. Roderick.    M. A. Glover.

#### **Minute No. 45/2017 - To consider the appointment, by Co-Option,**

Miss Kirsty Roderick of 28, Bryncelyn, Llangyfelach, Swansea. SA6. 6EG. & Mr Michael Andrew Glover of 6, Bryncelyn, Llangyfelach, Swansea. SA6. 6EG. to fill two of the three vacant positions of Community Councillor, for the Llangyfelach Ward in the City & County of Swansea.

**RESOLVED** to appoint by Co-Option Miss Kirsty Roderick & Mr Michael Andrew Glover as Community Councillors for the Llangyfelach Ward in the City & County of Swansea.

#### **Minute No. 46/2017. – Declaration of Acceptance of Office.**

New Councillors K. Roderick.& M. A. Glover signed the Council's Declaration of Acceptance of Office, as a Community Councillor, & also agreed to abide to the provisions of the new Code of Conduct ( as adopted by the Community Council at the Community Council's AGM of 12 May 2016 – Minute No.32/2016 refers)

**NOTED.**

#### **Minute No. 47/2017 – Apologies for Absence.**

The Clerk reported that he had received a verbal apology from Councillor D. G. Sullivan that he would be unable to attend tonight's Council meeting due to a prior appointment.

**NOTED.**

(82/2017).

**Minute No. 48/2017. – Declaration of Interests from Members.**

The Clerk reported that there were no Declarations of Interests from Members.

**NOTED.**

**Minute No. 49/2017 To consider the Minutes of the Website & Computer Sub-Committee Meeting held on 20 July 2017.**

The Council considered & accepted the recommendations of the Website & Computer Sub-Committee Meeting held on 20 July 2017. Viz:-

- (A). **RESOLVED** that the Sub-Committee confirms that the new Council's new Website meets the requirements of the Council & conforms to the Specification in the Pentagon Tender document & terms contained in the Website Agreement (signed by Pentagon on 5 April 2017 & the Council on 13 April 2017) & recommends accordingly to the Council.

**AGREED.**

- (B). **RESOLVED** to recommend to the Council that the Sub-Committee agree to the proposed amendments, requested by Pentagon to Clause 8 of the Estimate & Payment Arrangements contained in aforementioned Website Agreement & to pay Pentagon the amended Stage 2 Payment of £2,370. (incl. VAT).

**AGREED.**

**Minute No. 50/2017. - To consider the Minutes of the Council Meeting held on 20 July 2017.**

The Clerk reported that the Minutes of the Council Meeting held on 20 July 2017 were considered and accepted as a true record. The Clerk requested that **Minute No. 47/2017** be amended to read, as stated, with the addition to the resolution that after, "as a true record" the following words be added **subject to the following corrections &/or amendments:-**

- (A). **Minute No. 38/2017 (D) – Request for financial assistance from Llangyfelach Church towards the earthing & upgrading of work to the Llangyfelach Church Tower.**

The Members informed the Clerk that the Resolution in this Minute was incorrect & should be correctly amended to read:-

**RESOLVED** that the Council make a contribution of 50% of the cost of these

**(83/2017).**

works, subject to the approval of the Welsh Government, that such a contribution can be made.

**AGREED.**

(B), In this Council Meeting, under **Agenda Item 13. (A). to consider a Local Dispute Resolution Protocol**, the Clerk reported that the Council's resolution for this Item had not been minuted.

The Clerk requested that the resolution for this Agenda Item be minuted as **Minute No. 47/2017. (A). – To consider a Local Dispute Resolution Protocol**, & read as follows:-

**RESOLVED** that the Council adopt this Protocol.

**AGREED.**

**Minute No. 51/2017. - To consider Matters Arising from the Minutes of the Council Meeting held on 20 July 2017.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 52/2017. – To consider matters referred to this Council, from previous Council Meetings or arising from previous Council Meetings.**

(A) To consider new Standing Orders & the new Financial Regulations for the Council.

**RESOLVED** to refer these matters to the next Council Meeting.

**Minute No. 53/2017. - – To receive questions from Members of the Public.**

The Clerk reported that no Members of the Public were present.

**NOTED.**

**Minute No. 54/2017. – To consider any matter relating to the Penpant Estate, Llangyfelach.**

The Clerk reported that no matters had been raised regarding the above Estate & there had been no report from the Police.

**NOTED.**

**Minute No. 55/2017. – To consider any matters relating to Highways & Footpaths.**

(84/2017).

The Clerk reported that he had nothing to report on this item.

**RESOLVED** that Councillor Sullivan be requested to report on the latest position regarding the restriction of car parking on Pengors Road, Llangyfelach.

**Minute No. 56/2017. – New Play Equipment on either of the designated play areas in Llangyfelach.**

The Clerk reported that this Item had been placed on the Agenda at the specific request of Councillor D. G. Sullivan & in the circumstances, due to his absence from this meeting; the Clerk suggested that this matter be referred to the next Council Meeting.

**AGREED.**

**Minute No. 57/2017. – Latest position on the transfer of land at Y Llwyni, Llangyfelach.**

The Clerk informed the Members that he had nothing new to report on this matter.

**RESOLVED** that the Clerk write to the Council's solicitors regarding this long outstanding matter..

**Minute No. 58/2017. – Latest position on the the suggested date for the training of the Members of the Council's Website Sub- Committee & a request from Pentagon that upon completion of the training, the final stage payment for the design of the Council's new Website be paid.**

**RESOLVED** to confirm the suggested date for the training of the Council's Website Sub-Committee, as the 20 October 2017. Following the relevant satisfactory training & subject to the Members of the Website Sub-Committee being satisfied that the new Website meets all the requirements of the Council & conforms to the Specification & Terms (as amended by Clause 8 for the amended Stage 2 payment) in the Pentagon Tender document as contained in the Website Agreement (signed by Pentagon on 5 April 2017 & the Council on 13 April 2017), then the Chairman of the Sub- Committee be granted plenary powers to approve the payment for the final stage payment & for any two of the Members of the Sub-Committee to sign the relevant cheque (on behalf of the Council) for this final stage payment to Pentagon, amounting to £1,185.00. (incl.VAT of £197.50.).

**Minute No. 59/2017. – To consider & approve/determine (if thought appropriate) all Correspondence received, including Invoices etc. & Requests for Payment (See tonight's Correspondence for details).**

The Clerk referred to the system of reporting Correspondence. A total of 57 Items of Correspondence had been received as per the List of Correspondence; of which 50 had been **NOTED**.

Decisions resolved on the **List of Correspondence** are as follows and based on the **No.** given in the List of Correspondence enclosed with the Council's Summons and Agenda.

(85/2017).

**(A). Correspondence No. 2. – Data Protection Registration**

**RESOLVED** that the sum of £35.00. be paid to the Information Commissioner for the Council's Renewal of the Data Protection Registration.

**(B). Correspondence No. 3. (L). - One Voice Wales Conference & 2017 AGM at Builth Wells.**

**RESOLVED** that Councillor P.R. Crayfield & the Clerk attend the above Conference & the registration fee of £160.00. (No VAT applicable) be paid to One Voice Wales.

**(C). Correspondence No. 10. - Fees for the External Audit.**

**RESOLVED** that the Council pay the sum of £197.55. (No VAT payable) to the Wales Audit Office for their external audit for the financial year ended 31 March 2017.

**(D). Correspondence No. 11. (B). – Invoice No. 6130 from Pentagon.**

The Clerk reported the receipt of the above Invoice (amounting to £1185.00.) for the completion of the works on the Council's new Website Design & all the works contained in the Specification in the Pentagon Tender relating to the new Council's Website. (Please see Minute No.58/2017. above).

**(E). Correspondence No. 14. – Amended Invoice for the Fee for the Internal Audit.**

The Clerk referred to Minute No. 38/2017. (B). & Minute No.57/2017. (2). (F). for the original payment to Lyn Llewellyn Internal Audit Service of £300.00. This cheque had now been cancelled & an amended Invoice for £220.00. had been received from the aforementioned Internal Auditors as to their fees for the year ended 31 March 2017. They have request that the amended fee be paid to V.L. Llewellyn

**RESOLVED** to pay V.L. Llewellyn the sum of £220.00. for the internal audit fee for the year ended 31 March 2017, carried out by Lyn Llewellyn Internal Audit Service.

**(F). Correspondence No. 15. (B). – Request for financial assistance towards earthing upgrade work to the Llangyfelach Church Tower.**

**RESOLVED** to amend the resolution contained in the original Minute No.38/2017. (D). to read as per Minute No.50/2017 (A). above.

**(F). Correspondence No. 19. – Refund to Clerk of purchases of office stationery & costs of photocopying. ( See details under Item 2. F. of tonight's Schedule of Payments Received & Payments for Consideration & Approval).**

**RESOLVED** that D. Jenkins be refunded the sum of £70.06. as the Clerk has expended this sum on office stationery & photocopying for the Council.

(86/2017).

**Minute No. 60/2017 – To consider all other matters, relating to Finance,**

**(1). Payments Received.**

(A). City & County of Swansea (Second part of Precept).....£8,000.00.

**(2). Balances.**

The Clerk reported that as at today's date, the Clerk had been verbally informed, by the Bank that the Council's Current Account stood at £14,599.16. and the Reserve Account at £21,924.51.

**NOTED.**

**(3). Payments to be Made.**

- (A). D. Jenkins (Clerk's Gross Salary for Sept '17).....£730.60.  
Less Tax deducted..... 146.00.  
(Net Sept Salary to be paid in Sept' 17).....£584.60.
- (B). Post Office Ltd – for HM. Revenue & Customs  
(Tax deduction from Clerk's Gross Salary  
to be paid in Sept '17).....£146.00.  
N.I.Employee's Contribution. NIL  
Add. Council's N.I. Employer's Contribution..... 6.98.  
(Total Tax & N.I.C's to be paid to Inland Revenue).....£152.98.
- (C). Hire of Llangyfelach Hall (Dec'2016 to July '17).....£88.00.  
Add for tonight's Meeting.....£20.00.....£108.00.
- (D). Annual Data Protection Registration.....£35.00.
- (E). Welsh Audit Office (External Audit fee for  
year ended 31 March 2017).....£197.55.
- (F). Lyn Llewellyn Internal Audit Service (amended Internal  
Audit fee for year ended 31 March 2017).....£220.00.
- (G). One Voice Wales (Registration fee for 2 representatives  
of the Council to attend the OVW Conference & AGM  
at Builth Wells).....£160.00.
- (H). D. Jenkins. (Refund to Clerk of expenditure for the purchase  
of office stationery & photocopying).....£70.06.

**RESOLVED** that these payments be made.

(87/2017).

- (4). **The External Auditors' opinion on the Council Annual Return for the year ending 31 March 2017 (Copy sent to each Member) together with a request that this Annual Return be shown to the Council & a Minute should be made to show that the Annual Return has been approved & accepted by the Council**

**RESOLVED** this Annual Return be approved & accepted by the Council & a Minute to this effect be created.viz **Minute No.60/2017. (4).**

- (5). **Clerk's Travelling & Subsistence Expenses. (Copy sent to each Member).**

**RESOLVED** that the Clerk be paid the same Travelling & Subsistence Expenses, as the Members as laid down, for such expenses, in the Annual Report of the Independent Remuneration Panel for Wales.

- (C). **Request for an amended cheque for the internal auditor for his audit fees for the financial year ended 31 March 2017. (See July 2017 original Minute Nos. 38/2017 (B). & 57/2017 (2). (F) refers).**

The Clerk reported that this matter had been resolved under above Minute 59/2017.(E).

**NOTED.**

**Minute No.61/2017. – To consider any matters relating to the Christmas Festivities 2017.**

- (A). The Clerk requested the approval of the draft Tender documents for the 2017 Christmas Newsletter & the draft Tender for the purchase of a Christmas Tree & the erection of the Illuminations thereon (i.e.the Council owned Christmas lights for the tree).

**APPROVED.**

- (B). The Clerk reported his concern that no electricity bills had been received or paid for a number of year for the electricity consumed by the Christmas illuminations.

**RESOLVED** once again that the Clerk was to take no action on this matter until a bill or invoice was received for same.

**Minute No. 62/2017. – Clerk's Matters.**

- (A). **Latest position on the new Council Mandate & for the Clerk's online banking facility with the NatWest Bank.**

The Clerk reported that the new Members Mandate could wait until the next Council so that the new Co-Opted Members could be included. As to an online banking facility with the NatWest Bank this could also be dealt with at the same time.

(88/2017).

**(B). Debit Card for the Clerk.**

**RESOLVED** that the Clerk make enquiries at the Bank regarding the provision of a Debit card for the Clerk & report to the next Council.

**(C). Increase in the fee for the hire of the Church Hall.**

The Clerk referred to the fact that the Church had now indicated that with effect from tonight's meeting the hire of the Church Hall for Community Council Meetings would cost £20.00.per session & the Church would require the payment, immediately after the Meeting.

**RESOLVED** to pay the new hiring fee of £20.00. & any outstanding hiring fees at the old rate of £11.00. per session.

**Minute No. 63/2017. – Purchase of Books, Equipment etc.**

The Clerk informed the Members that he had nothing report on this item.

**NOTED.**

**Minute No. 61/2017. Planning Matters.**

**(A). Weekly Lists of Registered Planning Applications.**

The following planning applications were discussed and Observations passed at the Meeting of the Council, held at 7.00.p.m.on 14 September 2017 at the Llangyfelach Church Hall, Swansea Road, Llangyfelach, Swansea: -

Week No.	Plan.Appl.No.	Location.	Proposed Development.
28/2017.	-	-	-
29/2017.	-	-	-
30/2017.	-	-	-
31/2017.	-	-	-
32/2017.	2017/1815/NMA.	Land at Bryn Whilach, Morriston, Swansea. SA5. 7PE.	Non Material Amendment to planning permission 2014/1022 granted 4 November 2014 to allow for an amendment to the height & slope of the panels.

**Council's Observations.**

**No Observations were passed.**



(89/2017).

33/2017.	-	-	-
34/2017.	2017/1863/FUL.	Well House, 24, Bryntywod,	Two storey rear extension & first floor sidewindow.

**Council's Observations.**

**No Observations were passed.  
(89/2017).**

35/2017.	2017/1893/FUL.	11, Bro Dawel Llangyfelach, Swansea. SA6. 6DE.	Single storey rear extension & replacement garage.
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**Council's Observations.**

**No Observations were passed.**

**(B). Any Other Planning Matters.**

None.

**Minute No. 65/2017. – Date of Next Council Meeting.**

**RESOLVED** that the next Council Meeting will be held on 12 October 2017.

**Approved by the Council & signed by the Chairman.....**

**Dated 12 October 2017.**

(90/2017).